



## New Jersey Office of the Attorney General

Division of Consumer Affairs

New Jersey Board of Nursing

124 Halsey Street, 6th Floor, P.O. Box 45010

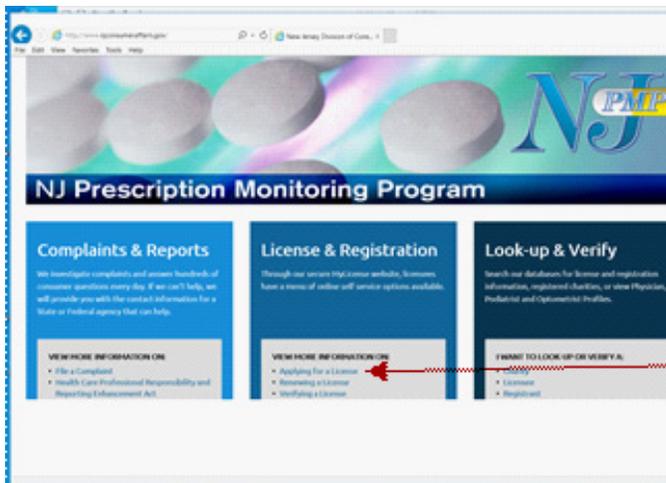
Newark, New Jersey 07101

(973) 504-6430

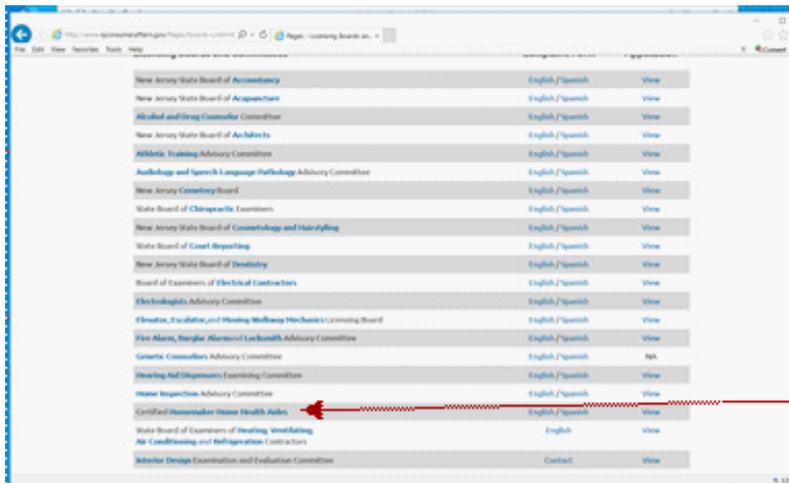
[www.njconsumeraffairs.gov/nur](http://www.njconsumeraffairs.gov/nur)

## Initial Registration for CHHA Applicants

From the Division of Consumer Affairs website at <http://www.njconsumeraffairs.gov/>, scroll down to “Licenses & Registrations” and click on the link “Applying for a License”

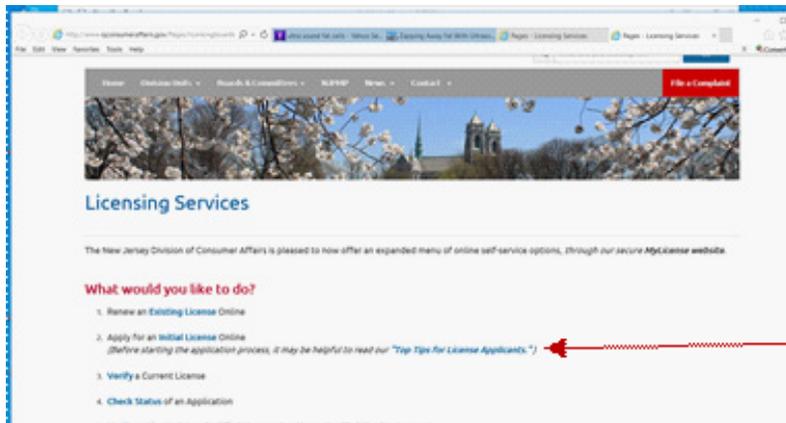


Scroll down and click on the link “Homemaker-Home Health Aides”



Please start on this page: <http://www.njconsumeraffairs.gov/Pages/licensingboards.aspx>

1. Click on the link 2 “Apply for an Initial License Online”



2. Click on **Apply Online** for Certified Homemaker-Home Health Aide from the list of applications
3. On left menu tab Click on **Register a Person** on the Menu tab on the left side of the screen



4. Scroll down to see Other Registration. Enter your social security number (no spaces or dashes) in the SSN field
5. Enter your date of birth in the DOB field
6. Click **Search**
7. This will launch the Initial Registration page. Complete all fields in the name and address section, including a valid email address. **Missing information may take longer to process.**

You must to register yourself and create a user id and password to begin the application process. If you previously used our online system, you will need to use the same user ID and password. If previously applied to be a CHHA and did not complete the process, please contact the Board of Nursing for further assistance.



8. Create a user id. It must be at least 6 characters (Try to make it simple for you to remember and also write it down for future use)
9. Create a password. It must be at least 6 characters. (Please make sure to write down your password actually as you created it. Passwords are case sensitive)
10. Enter your password again to confirm
11. Create a password question. (Password question examples are favorite color, mother's maiden name, my first car, etc.)
12. Enter answer to question you have created
13. Select **Register**.
14. The screen should read - You have successfully registered to use this site. Save your account information for future use. Please login to your account to continue
15. Click **login**
16. Enter the user id and password you just created
17. Click **login**
18. On the left menu tab click **Initial Application**
19. Profession choose **Nursing** on the drop down menu
20. License Type choose **Homemaker-HHA**
21. Obtained by Method choose either **Application** or **Endorsement**
22. Click **Next**

Please read all instructions before starting your application.